

SITE OPERATIONS CIRCULAR NO. 1019

Division of Online Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 21, 2016

To: All Secondary Administrators, Head Counselors, Secondary Counselors, Registrars, and Site Technicians

Subject: **ENROLLMENT OF STUDENTS IN EDGENUITY COURSES**

Department and/or Persons Concerned: All Secondary Administrators, Head Counselors, Secondary Counselors, Registrars, and Site Technicians

(Due Date) Immediate implementation

Reference: District Administrative Procedure 4705
District Administrative Procedure 4770
Course of Study, K-12 (Online Courses and Credit Recovery Courses)

Action Requested: Review rules for immediate implementation regarding enrollment of students into Edgenuity online coursework

Background:

On September 29, 2008, the board approved the establishment of a Virtual High School to offer an educational option for students not well served in a traditional high school setting, and to contribute toward on-time promotion of high school students to the next grade level as well as higher graduation rates with a commensurate reduction in the number of dropouts.

On April 14, 2015, the Board approved adoption of UC 'a-g' aligned Common Core online learning system from Edgenuity, Inc., to provide students with enhanced opportunities to access a broad and challenging curriculum and provide all school sites expanded access to UC 'a-g' approved courses and opportunities for students to recover credits toward graduation.

Brief Explanation:

It is the intention of the Online Learning Department to enroll all students who desire to take online courses. However, staffing constraints limit the total number of students who may be enrolled. Unanticipated demands for online course dual enrollment may prevent students from accessing the coursework they need. For these reasons, sites enrolling students into online Edgenuity courses must follow the guidelines provided below.

1. Enrollment Priority:

- a. Seniors with F's in subjects needed to graduate are the top priority. Once F's are made up, seniors can work to suppress D grades. **Do not** schedule Credit Recovery coursework to suppress D grades until all F grades have been taken care of.

- b. Juniors may be scheduled into online dual enrollment or credit recovery coursework only after all seniors have been enrolled in the courses they need.
 - c. After seniors and juniors needing credit recovery are enrolled, AP enrollments will be considered.
 - d. Freshmen and Sophomores will be enrolled on a space available basis.
2. **Dual enrollment** into online courses must be part of each site's articulation so that The Division of Online Learning has firm numbers by April 15th of each year.
 3. Students should **take only one Credit Recovery course** at a time. Once that course is completed, the student can start on the next Credit Recovery course.

Questions pertaining to enrollment of students into online coursework may be directed to Maureen Cottrell at mcottrell@sandi.net.

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Online Learning

APPROVED:



Dan Stoneman
Chief Innovation Officer